

# *South Carolina Child Care Services*



Health. Safety. Supervision.

## *Emergency Plan Guidelines For Child Care Providers*

Visit us on the Web at:  
<http://childcare.sc.gov>

### Phone Numbers

Region 1 (Upstate):	864-370-2318	or	1-800-637-8550
Region 2 (Midlands):	803-898-9001	or	1-888-202-1469
Region 3 (Low Country):	843-953-9780	or	1-800-260-0211
Region 4 (Pee Dee/Grand Strand):	843-661-662	or	1-800-464-9138
Central Office:	803-898-9020	or	1-800-556-7445

**ABC Call Center: 1-800-262-4416**

**DISASTER RESPONSE E-MAIL:**  
[childcare.disaster.response@dss.sc.gov](mailto:childcare.disaster.response@dss.sc.gov)



*Regulations of the South Carolina Department of Social Services require that child care facilities have a plan in place that addresses emergency medical situations and evacuation in the event of an emergency or disaster.*

*Child Care Services has developed the following guidelines to assist child care facilities in developing their own plan.*

## **I. Develop a list of emergency phone numbers.**

*The first item to have in place for a medical emergency or an emergency evacuation is a list of emergency phone numbers. The following chart lists examples of people you might have on your chart. This chart can be used as it is. Just fill in the information that applies to your facility and list additional names and numbers that you need in the blank spaces at the bottom of the chart.*

### **Emergency Phone Numbers**

Title/Agency	Contact Name	Phone Number
Facility Director		
Emergency	N/A	911
Police (non-emergency)		
Fire (non-emergency)		
Poison Control		
Local Health Dept.		
Building Inspector		
Dept. of Social Services		
DSS Regulatory Specialist		
Alternate/Evacuation Site		

## **II.**

## **Emergencies**

**Medical**

A. DSS regulation 114-505 C(1)(a) states that your plan must include “medical conditions under which emergency care and treatment is warranted.” Below is a list of medical emergencies that would require immediate medical care by a health care professional. This list only serves as a model of conditions that might be included in your plan.

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils
- Seizure
- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headache
- Stiff neck or neck pain when head is moved
- Hives that appear quickly
- Very sick child who seems to getting worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Abdominal pain after a blow to the abdomen
- Possible broken bones
- Shock

B. DSS Regulation Number 114-505 C(1)(b) states that your emergency plan must include “steps to be followed in a medical emergency.” The following steps are a sample of what your plan could contain.

- Train staff to recognize signs and symptoms of conditions that require immediate medical attention.
- Call 911 immediately upon recognizing signs and symptoms that require immediate medical attention.
- Call the child’s parent/guardian immediately after calling 911 to inform them of the child’s symptoms and where they will be transported for medical care.
- Provide first aid as trained in an approved First Aid training course until emergency personnel arrive.
- Take the child’s emergency medical information form(s) with you to the hospital.

### **III. Emergency Evacuation Procedures**

DSS regulation 114-505 H(3) states, “The facility shall have an up to date written plan for evacuating in case of fire, a natural disaster, or other threatening situation that may pose a health or safety hazard. The facility shall also include procedures for staff training in this emergency plan.”

#### **A. Preparedness**

1. Child care facilities are required to have policies and procedures to evacuate the facility quickly in case of an emergency. The plan should be developed to consider 4 evacuation scenarios:
  - a. In-place evacuation: Keeping children and staff members in place but securing location for the emergency at hand. Example: tornado or chemical release
  - b. On – site evacuation: Movement of children and staff members out of buildings affected and relocated to other areas on premise or property.
  - c. Off – site evacuation: Movement of some or all children and staff members off campus to another designated area.
  - d. Major Disasters or Emergencies

Sample plans are provided in the accompanying template to serve as a model of how providers could construct their own evacuation plans. Providers may use the wording of these plans as is and fill in the blanks with information that pertains to their facility. Before listing alternate/evacuation sites in your plan, it is recommended that you have written permission to use those sites.

2. Review the plan annually and update it as needed. Document the date of the reviews on the front cover of your plan. If you use the template provided by Child Care Services, space is provided on the front cover for this documentation.
3. Forward a copy of the plan to the DSS Child Care Regulatory Regional Office so that relocation/evacuation sites can be approved.
4. Have the plan available for immediate review by staff, parents, and Child Care Regulatory Services during business hours.
5. Train each child, of capable age, on the emergency evacuation procedures during orientation. Conduct fire drills monthly and other disasters at least every 6 months. Facilities that offer night care must conduct fire drills during sleeping hours at least every 60 days. See DSS Regulation 114-509 C(2). Document the time, date, and type of drill in your plan. Space is provided for this documentation in the template.
6. Maintain children’s records and documentation as to whom they are released as a part of the plan when relocating children.
7. Develop arrangements for mutual aid/relocation with other facilities and schools in your area.

**Plan ◇ Practice ◇ Communicate**

8. Know where to locate emergency information stations on television and radio, have a staff member monitor these stations during an impending emergency situation, and **pay attention to warnings.**
9. Develop a plan for the safe and prompt evacuation of infants, toddlers, and non-ambulatory children.
10. Develop a plan for the release of children which include safeguards to prevent the inappropriate release of a child to an unauthorized person.
11. Include a means to post the relocation site address in a conspicuous location that can be seen even if the center is closed.
12. Make sure emergency supplies are available including but not limited to items listed below.

Contact List for Children's Families	Hand Sanitizer/Cleaning Agent/Disinfectant
Contact List for Staff Families	Wet Wipes and Tissues
Children's Emergency Information	Disposable Cups
Medications/Medical Supplies	Water and Non-Perishable Food
Charged Cell Phone	Diapers for Infants
First Aid Kit	Formula for Infants
Flashlights w/extra batteries	Blankets
Battery operated radio w/extra batteries	Vehicle Keys

13. Make sure that vehicles have at least  $\frac{1}{2}$  tank of gas.
14. Assign staff members specific responsibilities such as those listed below during an emergency.  
Make sure the assignments include **who will supervise which children.**

Assigned Task	Staff Member
Call 911	
Call Parents/Guardian	
Provide First Aid (must be certified)	
Take Children's Emergency Medical Files	
Take Emergency/First Aid Kits	
Go with children to hospital	
Turn off gas, electricity, and water	
Post relocation site information	
Supervision of Children	

15. Include the hospital or source of health care to be used in your plan.

16. *Include the method of transportation to be used in case of an emergency or off site evacuation.*

17. *Train and drill staff members on their responsibilities during an emergency.*

- *Staff orientation shall include training on the emergency plan.*
- *Practice the evacuation plan on a regular basis to ensure that it works, to help all staff know what to do, and to avoid panic.*
- *Involve the children in the drill in a way that will not frighten them. For example, tell them that you are practicing ways to keep them and you safe “in case of” an emergency instead of calling the exercise a fire drill, evacuation drill, etc.*
- *Use drills to help you evaluate, modify, and update your plan to make it more effective and efficient.*

18. *Plan your evacuation route and post it in the facility. Some tips for developing evacuation routes are provided below:*

- *Get a copy of the floor plan for your facility or draw a floor plan (especially if your facility is a home) and mark all of the exits in the facility as well as routes to the exits from areas used for child care.*
- *In determining the evacuation route(s), consider obstacles (such as furniture, toys, etc.) that children have to move around to get to the exits and develop a route that is the most direct with the least amount of obstacles.*
- *Keep a working flashlight available at all times in close proximity to the evacuation route(s) in case of power failure.*
- *Ask your local fire department for help in developing your evacuation route(s).*
- *Practice using these evacuation routes with the children in non-threatening conditions.*

19. *Know the location of the following:*

- *First Aid Kit*
- *Additional Emergency Supplies*
- *Cell Phone*
- *Electricity Shut Off*
- *Gas Shut Off*
- *Water Shut-Off*
- *Air Vent Shut-Off*

20. *Have a plan for turning off gas, electricity, and water.*

## **B. Emergency Procedures**

Steps to follow during an emergency.

1. In the event of an emergency the director or designee will be notified as soon as possible regarding the situation and the response to it.
2. An accounting of all children and staff must be kept. Always start and end with counting children and matching to attendance list of the day when moving the children.
3. The emergency information on each child and staff should accompany the attendance list during an evacuation.
4. The first aid kits, any medical supplies such as children's medication and emergency supplies should be taken when facility relocates to a safe place or area.
5. A cellular telephone should be available to contact emergency agencies, parents and Child Care Regulatory Regional Office.

Additional steps to take during specific emergencies are provided in a brochure titled "Child Care Emergency Procedures" distributed by DSS Child Care Services. This brochure should be included as part of the emergency plan. It can simply be attached to the plan so that it's available when the regulatory specialist asks to see the plan.

#### **C. Relocation of Child Care Facility**

In the event of a natural disaster or unscheduled closing of a child care center, the capacity may be exceeded temporarily for a maximum of 90 days to accommodate the displaced children. The director shall notify the Department of the situation and maintain appropriate staff:child ratios at all times. Required records shall be kept on file for the new enrollees.

1. To exceed capacity, Child Care Regulatory Services will determine capacity issues prior to children being accepted in the relocated facility.
  - a. The facility which plans to accept displaced children must notify the Regional Office for approval once plans have been made by the director.
  - b. Parents will be referred to SC Child Care Resource and Referral Network (CCR&R) to access local child care facilities in their area that are approved for expansion.
2. Once the facility receives approval from Child Care Regulatory Services, the facility may accept the displaced children and staff.
  - a. Child's record should be maintained on file at the facility and made available to DSS.
  - b. If the facility wishes to hire staff from the damaged facility temporarily to ensure adequate staff:child ratios, the staff records must be on site and available to DSS.

#### **D. Contacting Child Care Services**

As a part of your plan, Child Care Services requests that you include a section to help us better assist the entire child care community during an emergency or disaster situation. In the event of a disaster in or near your facility, please

## **Plan ◇ Practice ◇ Communicate**

*provide Child Care Services with the following information:*

### **Before the Disaster/Emergency**

1. *Would you be willing to exceed your capacity on a temporary basis?*
2. *Would you be willing to care for children in the ABC program?*
3. *Would you be willing to re-locate to a temporary site if necessary?*
4. *Are you aware of a possible temporary site where you could relocate? If so, where?*
5. *Do you have a working emergency generator?*
6. *Would you be willing to provide an e-mail address so that Child Care Services can send you information related to a disaster?*
7. *Would you be willing to provide a cell phone number so that Child Care Services can send you text messages related to a disaster?*

### **After the Disaster/Emergency**

- *As soon as you are safely able to do so after a disaster/emergency, please contact Child Care Services with the operation status of your facility.*

*There is space available in the template for you to list phone numbers and e-mail addresses to contact Child Care Services.*